

CIVIL AIR PATROL
HEADQUARTERS TEXAS WING
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TX WING SUPPLEMENT
CAPR 100-1 V 1-3
15 SEP 03

Communications - Electronics

COMMUNICATIONS

CAPR 100-1-v 1, 1 August 1996, is supplemented as follows:

2-2 Communications Plan Requirements

All communications plans will be published as attachments to this supplement.

Attachment 2: Emergency Communications Plan

Attachment 3: Operations and Training Plan

Attachment 4: Repeater Plan

ATTACHMENT TWO, THREE AND FOUR INCLUDE "FOR OFFICIAL USE ONLY" (FOUO) INFORMATION AND ARE NOT TO BE PUBLISHED WHERE THERE IS UNRESTRICTED PUBLIC ACCESS. DISTRIBUTION MAY BE BY MAIL, EMAIL OR PASSWORD PROTECTED WEB SITE. CAP PERSONEL RECEIVING THIS DOCUMENT WITHOUT ATTACHMENTS TWO, THREE AND FOUR MAY REQUEST THESE ATTCHENTS FROM THE APPROPRIATE GROUP OR WING COMMUNICATIONS OFFICER.

3-2 Quarterly Stations Statistics Report

Each Group Communications Officer will submit a report to the Wing DC not later than the 10th day of January, April, July and October. This report format is available from the Wing DC. This report should be submitted electronically. Squadrons are not required to submit a report to Wing HQ; however Group Communications Officers may request a report from subordinate units at their discretion.

5-1 Radio Operator Training

A power point presentation for the ROA (BCUT) course is available from the Wing DC. Group DC's may alter the presentation to include local information as listed in CAPR 100-1 Volume 1 5-1b. Example call signs may also be altered to reflect local group call signs. Basic information may not be deleted without permission of the Wing DC. Handouts should be used when possible. All students should obtain a copy of CAPR100-1 Volume 1 and 3, and this supplement.

5-2 Issuance of ROA Cards

Each group communications officer will issue the ROA cards for those members residing within the group's geographical area or assigned to one of the group's units.

Records of ROA cards issued will be kept by each Group Communications Officer, and copy of this information will be forwarded to the TXWG DC with each Quarterly Communications Report, See 3-2 above.

The numbering will follow the format outlined below:

TX1600-001A

- "TX" for the state
- "16" for the group (if your group # is one digit, place a "0" in front i.e.: "06" for group six.)
- "00" for the year
- "001" for the # of card, which must follow in sequence
- "A" only if the card is an Advanced ROA

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The Group Communications Officer must keep all original ROA applications in a file and must turn them into the Group Commander or replacement Group Communications Officer when leaving the position.

The Radio Operator Authorization is non-expiring and is valid for use on any Civil Air Patrol frequency for any valid Civil Air Patrol business, provided that the permit holder also possesses a current membership card. These cards must be carried by the operator at all times when operating on any CAP frequency.

6-1 Radio Authorization Application.

Authorizations to operate on Civil Air Patrol frequencies are issued by the Texas Wing Director of Communications, under the Texas Wing Fleet License, which is held by National Headquarters. See CAPR 100-1 Volume 1 Paragraph 1-8 for definition of "Mobile Station" and "Ground Station."

Mobile Stations:

Civil Air Patrol owned equipment:

All CAP owned equipment must be listed on the Communications Equipment Management System, or CEMS. All properly listed CAP owned equipment is authorized for operation under the fleet license for Texas Wing. No further application or renewal is required for this equipment. This blanket statement does not authorize any equipment not properly listed in CEMS, such as equipment that is not NTIA compliant. Contact the appropriate Group Communications Officer or TXWG DC to determine if a particular radio is listed on CEMS, or refer to the unit S-8 Communications Equipment Accountability Report.

Member owned or non-CAP owned equipment:

This type of equipment will be authorized or joined to the fleet license by application made to the Group Communications Officer or TXWG DC using TXWGF 100-1-1a September 2003, using section 1 and 2 of the form. An approved and signed copy of this form shall serve as the station authorization. Authorization is indefinite in term and does not require renewal. All equipment must be NTIA compliant or in the case of SAR stations must be FCC type accepted.

Ground Stations:

All ground station operators should apply for authorization on TXWG 100-1-1a September 2003, using sections 1, 2 and 3. An approved and signed copy of this form shall serve as the station authorization. Authorization is indefinite in term and does not require renewal.

6-4 d Frequency Monitoring

Each station operator is responsible for assuring that the equipment in use at that station complies with the frequency, authorized emission designators, and power limitations listed in CAPR 100-1. Net control stations, unit communications officers, and the Wing Director of Communications will monitor for off-frequency or other violations and will call immediately for the offending station to close. Stations should have their frequencies certified locally if possible, and only request on-the-air checks for verification when they are already reasonably confident that their station is within the allowed tolerances.

6-6 ELT Practice Targets Authorizations (121.775 MHz)

Practice ELT units that are properly documented on CEMS are authorized for use without further application. This includes Tracker and Pointer units. ELT's taken out of aircraft service are not legal for this purpose.

6-7 Registration of VHF/FM Repeaters.

New repeaters or modification of existing repeaters will be coordinated with the Texas Wing repeater officer. The repeater application form (TXWGF 100-1-5) will be available from the Wing DC, repeater officer or Group DC's.

7-6 Net Control

b. Net Control Operators:

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All radio operators are encouraged to volunteer as Net Control operators for any net for which they are equipped. This not only serves the net, but also sharpens operator skills and "gains points" for various communications awards.

A net manager is assigned by the Wing DC to assure that proper radio procedures are used and that adequate Net Control Stations are available. The Net Manager is also responsible for providing a "net script" for opening and closing the Texas Wing HF net to all Net Control Stations. The net control operator assignments change from time to time to accommodate operator schedules and to introduce new operators to the system, so no schedule of operators is published here.

If the net has not been opened within one minute of the starting time, then those on frequency should presume that the designated NCS has, for whatever reason, been unable to open the net. Any authorized Texas Wing Civil Air Patrol operator may open the net, conduct the business of the net, and maintain the log. Designated NCSs have the responsibility to arrange substitutes when they know they will miss their assignment.

7-8 Net Schedules

The following HF net schedules, as they pertain to Texas, are known at this time:

<u>SPONSOR</u>	<u>FREQUENCY</u>	<u>DAY</u>	<u>TIME</u>
Texas Wing	SWR PRIMARY 4	Daily	1800 CST
	SWR SECONDARY 4	Daily	1900 CDT
Group 16 Morning	SWR PRIMARY 4	M W F	0730

Although logs are kept and messages are dated in UCT, for convenience, local times are given here. The Civil Air Patrol convention is to keep nets at the same local time, adjusting the net time in UCT when Daylight Saving Time begins/ends. Due to the wide geographical area comprising the Texas Wing, the Texas Wing HF net moves between the primary and alternate frequency during Daylight Savings and Standard Time changes. This is done to better facilitate participation by all stations throughout the wing, thus maintaining the same UCT.

7-15 Voice Call Signs

The group DC assigns group and subordinate unit tactical call signs; the TX WG DC assigns all others. In general, the lead digit(s) designate the group where the station is located: e.g. 1xx calls are from Group 1, 19xx from Group 19, etc. Some groups have saturated the 100-digit call block and have "spilled over" into an adjacent block. Texas Wing uses the tactical call of TEXAS CAP followed by a 1-4 digit number assigned as follows:

The calls 1 through 99 are assigned to Wing Headquarters Staff personnel.

The following call signs are generally the same throughout the Civil Air Patrol:

- 1 Wing/Region Commander
- 2 Wing/Region Deputy Commander
- 3 Wing/Region Chief of Staff
- 4 Wing/Region Director of Communications
- 5 Wing/Region Chaplain

In addition, the following call signs are reserved for key Texas Wing Staff personnel:

- 6 Director of Professional Development
- 7 Director of Logistics
- 8 Director of Emergency Services
- 9 Director of Personnel
- 10 Wing Headquarters Station
- 11 Director of Cadet Programs
- 12 Director of Operations

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The 100-1999 series are group and subordinate unit call signs.

Group 1	100 - 199	Group 8	800 - 899
Group 3	300 - 399	Group 11	1100 - 1199
Group 4	400 - 499	Group 13	1300 - 1499
Group 5	500 - 599	Group 16	1600 - 1799
Group 6	600 - 699	Group 19	1900 - 1999
Group 7	700 - 799		

Group DC's could use the following pattern to assign call signs with in the Group:
(Using Group 6 as an example)

TC 600	Group HQ command post/Group Commander
TC 601	Group Commander
TC 604	Group Communications Officer
TC 602 – 609	Available for Group staff personnel

TC 610	Squadron X Command Post, meeting place, mission base, etc.
TC 611	Squadron X Commander
TC 612 – 619	Available for Squadron X personnel

Use of the above system provides for a consistent pattern where call signs ending in zero are unit stations or command posts, calls ending in one are commanders, and calls ending in four are communications officers. The practice of assigning unit call signs in blocks of 10 is suggested but not required, as local conditions may be better suited to another method.

Texas Wing Staff call signs, all unit station call signs (those ending in zero) and all commanders' call signs may be issued using a memorandum of record (MR) published by the appropriate Communications officer. See Attachment One as an example.

The Texas Wing DC will publish such an MR for Wing Staff members at the beginning of each fiscal year and either re-publish it when needed or update the MR as needed. Individuals authorized a call sign by MR are not required to have an operational radio station. However all CAP personnel operating on any CAP radio frequency are required to have a minimum of the CAP radio operator authorization training, also called BCUT (see 5-2 above)

Individuals that do not receive a call sign as part of a Memorandum of record may request a call sign from the appropriate Group DC or the Texas Wing DC by using the form TXWGF 100-1-1a Sept 2003.

DC's must maintain a current list of all call signs issued in his group and report additions and deletions to the TXWG DC as part of the Quarterly Communications report

The 2000 series call signs are used for CAP Corporate vehicles such as vans, sedans, etc. These call signs are derived from the CAP vehicle numbers, for example van 42115 will use the call sign Texas Cap 2115. There is no requirement for application or renewal of CAP Corporate vehicle call signs.

The 7000 series call signs are used for transient or temporary calls for all Groups and Wing Headquarters in Texas Wing. Group DC's may issue the appropriate calls for temporary use, making record of the person issued to and dates used. These calls are as follows:

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Wing HQ	7000 - 7009	Group 7	7070 - 7079
Group 1	7010 - 7019	Group 8	7080 - 7089
Group 3	7030 - 7039	Group 11	7110 - 7119
Group 4	7040 - 7049	Group 13	7130 - 7139
Group 5	7050 - 7059	Group 16	7160 - 7169
Group 6	7060 - 7069	Group 19	7190 - 7199

The 8000 series calls are DPS/DEM stations.

Corporate aircraft are assigned calls of Capflight and an assigned number in the 42XX series. Whenever a corporate aircraft is reassigned to a different unit within the Wing, the call sign remains with the aircraft. Aircraft call signs are assigned through the Aircraft Maintenance officer, no application is normally required.

Digital relay stations (digi-peaters) and Nodes are assigned in the 9800 block of calls.

Repeater call signs are assigned from the 9900 block of calls.

11-5 Operation on Non-CAP Frequencies

Your CAP station authorization is valid for operation only on CAP frequencies. Aircraft are now to use Capflight call signs instead of the N number on all normal FAA frequencies.

Occasionally, there is a need to operate on the frequencies of another agency to coordinate with them. Such operations may be done ONLY at the invitation of that agency and ONLY for the purpose of liaison or coordination with that agency. In order to insure that all legal requirements are met, CAP-USAF/DOK must approve, in writing, all Region/Wing agreements allowing CAP stations to operate on non-CAP frequencies and for non-CAP stations to operate on CAP frequencies. Your CAP call sign is not valid on that agency's frequency, since you are operating under their license, so you should request an identifying call before operating.

EXCEPTION: Non-CAP frequencies listed on the TX Wing Channel Plan as "interoperability channels" have prior approval in writing by the state and federal agencies involved. They may be used with discretion in interagency coordination and use of TEXAS CAP call signs is authorized in these cases.

IAW NHQ CAP/DOK guidance letter dated 9 Aug 2002, which is in turn based on a USAF policy letter of May 2002, Family Radio Service (FRS) and Inter Squad Radio (ISR) radios may be used for CAP Business with the following restrictions:

All users must have completed the Radio Operator Authorization Training (also called BCUT) and have a CAP issued ROA card.

ISR radios, operating on 396-399 MHz FM, may be used for any CAP business; however, in-flight use is prohibited.

FRS radios, operating on 462-467 MHz FM, may be used in any CAP business with the following exceptions:

- Direct support of ES missions (actual and training)
- Any mission directly involving disaster/emergency response
- Any medical communications
- Any command and control communications
- In-flight use is prohibited

Communications not meeting these exclusions may be conducted for such activities as air shows, encampments, fund raisers, model rocketry, conferences, meetings, communication training, and indirect support of ES missions, such as aircraft marshalling, logistics support, mission base intercom, vehicle parking, etc, where non-mission critical communications may be conducted.

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ANY communications, which may disclose non-public, protected, or privileged information during a mission, are considered mission critical and may not be discussed over FRS frequencies.

//SIGNED//
BOBBY R. THOMAS, Maj., CAP
Administrative Officer

//SIGNED//
G. H. PARKER, Col, CAP
Commander

Attachment One

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Sample Memorandum of Record to assign call signs.

Texas Wing Headquarters

MR 2003-1

Date:

Assignment of Call signs to Texas Wing HQ personnel.

Position	Call Sign	Name	Rank	CAPID
Commander	TexasCap 1	Doe, John	Col	111111
Vice Commander	TexasCap 2	Vice, Mister	LTC	222222
Chief of Staff	TexasCap 3	Chief, Theother	LTC	333333
Director of Communications	TexasCap 4	Sparks, John	Major	444444
Chaplain	TexasCap 5	Father, Mine	LTC	555555

Etc....

//SIGNED//

Director of Communications, TXWG

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